

Nov. 2. 1959

MEMORANDUM FOR:

(all Operating Officials)

SUBJECT:

Records Disposition

Confirming agreement at the DCI Staff Meeting this morning, below are the three guide lines which should be worked on:

1. Severely question the amount of records which are scheduled for retention at Headquarters for any length of time.
2. Challenge the dates of retention for all records at the Records Center.
3. Challenge that disposition which says: "Hold indefinitely - destroy when no longer needed".

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[Redacted]
Chief, Management Staff

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